

Town of Easton

Board of Finance

Budget Calendar 2015/2016

To: Town Departments

Subject: Budget Guide - Calendar 2015/2016

January 6 Issue budget forms and instructions to Departments

January 6– February 6 Departments:
1) prepare budget requests
2) review requests with the First Selectman

February 6 Departments: return signed forms to
Comptroller for summarization

February 27 Comptroller returns all Departments'
budget requests to the Board of Finance

March 3,4,5 Board of Finance will analyze and
March 10,11,12 investigate estimates and hold budget
discussions with Department Heads,
Boards and Commissions. Meetings to be
held at **7:00 P.M.**

March 23 (Monday) Hold public hearing on budget
S.S.S. Cafetorium 8:00 p.m.

March 24,25,26
March 30,31,
April 1 **Revise budget requests and prepare
final recommendations for preparation
acceptance of budget document.
Meetings at 7 p.m.**

April 16 Bring budget to the April 23, 2015 newspaper publication.

April 27 Annual Town Meeting - budget adoption
S.S.S. Cafetorium 8:00 p.m.

May 5 Referendum next day after Regional 9 Budget meeting of May 4

All meetings will be at the Senior Center – unless so noted above.